



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

## 2009-2010 SES Provider Application Questions and Answers #3

### Question #1

Regarding all additional documentation; the appendix items - Do those additional policy documents need to be double spaced, 12 point font and one inch margins? For example: Part 3, Section 1, Question # 2 asks "In addition, please attach copies of these policy documents"

### Answer #1

Appendix items are not subjected to the same spacing, font, or margin requirements as the rest of the application. However, applicants should be careful not to overload the appendix.

### Question #2

Are the sample lesson plans, progress reports, parent letters etc. exempt from the double spaced, 12 point font and one inch margin requirement?

### Answer #2

If these documents are appendix items, yes, these documents would be considered exempt from the spacing, font and margin requirements. However, any text or documentation that is included as part of the application narrative (Part Two Sections I-VI) of the application will be subject to the spacing, font, and margin requirements.

### Question #3

Confirmation needed - Are all appendix items related to Part 2 Sections I-VI counted in the 25 page limit? (sample progress report etc.) If so, is it appropriate to have two appendix sections. One appendix section for Part 2 Sections I-VI with the 25 page limit and one for all other aspects of the application?

### Answer #3

Appendix items are not counted toward the page limitation. However, any text or documentation that is included as part of the application narrative (Part Two Sections I-VI) of the application will count toward the 25 page limitation.

### Question #4

On page 2 of the application under 'Application will not be reviewed if:' No criminal history check is completed on employees. What documentation do you need? Can we submit a letter with the names of all our staff that have had their criminal history/livescan national & state fingerprint clearances?

#### **Answer #4**

You do not need to submit specific documentation to demonstrate compliance with the criminal history checks. Instead, applicant responses to Part Three Section I Question 1a, 1b, and 1c will be reviewed to determine whether the applicant has met the condition of requiring criminal history checks.

#### **Question #5**

The application states that the Student/Instructor ratio cannot exceed 6:1. Our program is based on an enrolled student/instructor ratio of 10:1, but daily attendance overall in our program fluctuates in the 6:1 range. Is the 6:1 ratio requirement based on an absolute number of students assigned to a class or can it be interpreted to be an average number of students per class?

#### **Answer #5**

All student/tutor ratio limits outlined in the Indiana Department of Education's Policies & Procedures for SES Subpart B Section 2.4 are absolute numbers. Therefore, the 6:1 ratio for large group instruction means that no more than 6 students may work with a tutor at any given time. In the 10:1 example provided in the question, although typically the ratio may be 6:1, there's still a chance that on a given day the ratio could reach 10:1 which exceeds the acceptable ratio range for large group instruction.

#### **Question #6**

Part Two Section VI of the application, questions one and two refer to tutor qualifications. I read somewhere that there are two major tutor qualification requirements. One is that tutors must possess 1) at least two years of study at an institution of higher education, or 2) have obtained an associate's or higher degree, or 3) have passed a formal State or local academic assessment. The other requirement is that tutors must possess one year's worth of educational experience. What types of experiences qualify as "educational experiences" that would count?

#### **Answer #6**

As per the Indiana Department of Education's Policies & Procedures for SES Subpart B Section 2.3(a)(A2), the following experiences would count as education-related experiences:

- 1) Experience as a tutor
- 2) Experience providing programming or instruction to youth

- 3) Experience substitute or student teaching
- 4) Experience as a paraprofessional or instructional aide
- 5) Experience as a certified teacher